



NEW ENGINEERS

FOR A CHANGING WORLD

Partner and Guest Speaker Handbook /
Project



Contents

1. Introduction	4
NMITE Points of Contact	4
Students or Staff with Additional Requirements.....	5
Safeguarding and Prevent	5
Student Conduct	7
Attendance and Engagement.....	7
Monitoring and Supervision	8
Student Welfare and Support	8
Prohibited Student Activities	9
3. Visiting NMITE as a guest speaker or challenge provider.....	10
Expectations of Guest Speaker	10
Risk Assessment	10
Induction	10
4. Escorted Visits to your Site	12
Expectations of Host Partner	12
Risk Assessment	12
Induction	12
5. Unescorted Visits to your Site	14
Expectations of Host Partner	14
Risk Assessment	14
Induction	14
6. Agreeing the Project Requirements.....	15
Appendix 1- Module Guest Speaker Agreement	16
Appendix 1a- Risk Assessment Pro Forma	17
Appendix 2- Template Off-site Visit Form	18
Appendix 3- Template Project Brief Agreement.....	20
Appendix 4- Template Student Off-site Working: Agreement in Principle.....	22





1. Introduction

Thank you for agreeing to support the NMITE curriculum by one or more of the following:

- Visiting NMITE as an on-site guest speaker;
- Visiting NMITE as a challenge provider;
- Hosting an escorted off-site visit to your workplace by students and staff, or;
- Hosting unescorted individual student(s) in completing work associated with their Master's project

This Handbook has been written to provide information about the processes and procedures involved in each of the above and details specific contacts and forms to ensure everything runs smoothly. We use the phrase 'off-site' to refer to activity that takes place away from NMITE premises and 'on-site' for activity that takes place on NMITE premises.

NMITE Points of Contact

Your key point of contact will be the Module Lead, whose details are contained in the Module Guest Agreement, Off-site Visit Form, Project Brief Agreement and Student Off-site Working: Agreement in Principle.

For general partnership enquiries, please contact partnerships@nmite.ac.uk or your Partnerships contact.

2. Student Wellbeing

NMITE is committed to promoting a diverse and inclusive community – a place where everybody can be themselves and succeed on merit.

We have been recognised as a disability confident employer and provide support to both staff and student where required, which includes signing the Mental Health Commitment Declaration, confirming that we will work with both staff and students to protect and support their own mental health. As an organisation, we have core cultural elements that we choose to make a priority, specifically: Equality Focussed; Inclusive; Respectful; Creative; Honest; and Non-Judgemental. For more information about Equality, Diversity and Inclusion, please see NMITE's Equality, Diversity and Dignity in the workplace policy.

We work hard to ensure that all staff and students engage in these behaviours and embrace the evolution of NMITE and support active lifelong learning, setting a standard for better approaches to learning for all. We want to openly engage



and work with Partners to support an economic, social and educational ecosystem – this has been recognised in our achievement of a Gold Employer Recognition Award from the Armed Forces Covenant.

NMITE takes seriously all reports of discrimination, harassment or bullying from all members of the NMITE community concerning their experiences prior to, during or following the visit; please contact NMITE's Academic Registrar, Registrar@nmite.ac.uk

Students or Staff with Additional Requirements

Prior to working with you, we will advise you, with their permission; if any participants require any adjustments or considerations to enable them to fully engage.

We can also provide information, advice, and guidance in relation to accessibility and inclusivity and will work with you to ensure individual requirements are met. For further information please contact Mary Kenyon-James, Head of Student Experience: studentsupport@nmite.ac.uk

NMITE retains a duty of care at all times for our students throughout the duration of their studies, wherever they may be located at different times.

The Module Lead for the area of study linked to our work with you will complete the relevant risk assessments prior to the work commencing; NMITE's Health, Safety and Facilities Manager, can offer further advice as required.

Safeguarding and Prevent

Safeguarding: is of paramount importance at NMITE, we are committed to the safeguarding of all our community wherever they may be located.

As a Partner working with NMITE (particularly during unescorted visits to your premises), there may be occasion(s) when you have a concern about a student's wellbeing/safety, or when a student discloses some personal information to you.

This type of information can include, but is not limited to any concerns in regard to:

- i. A suspicion or allegation of abuse; abuse can encompass, but is not limited to, psychological, physical, sexual, financial, or emotional.

- ii. Domestic and or sexual violence and abuse between those aged 16 or above who are or have been intimate partners or family members regardless of gender or sexuality.
- iii. Hate Crime

Please remember that the student has chosen you to make the disclosure to, and it is important that you react calmly, listen to what the student is saying, do not attempt to probe or investigate and do not promise confidentiality. Reassure the student that you will only disclose the information to NMITE's Designated Safeguarding Lead (DSL) or Designated Safeguarding Officer (DSO) and contact us immediately.

DSL: Sam Lewis, HR Director (People and Culture)

Email: Samantha.lewis@nmite.ac.uk

Telephone: 01432 804534

or, in her absence,

DSO: Mary Kenyon-James – Head of Student Experience; Tel: 01432 804545

Prevent: Section 26 of the Counterterrorism and Security Act 2015 places a duty on NMITE (as with all higher education institutions in the UK) to have a due regard to the need to prevent people from being radicalised/drawn into terrorism.

A requirement of the NMITE Prevent Strategy and risk assessment is that all Partners providing opportunities for student visits work with members of NMITE staff to ensure that equality is advanced and their work with students does not encourage extremism.

As a Partner of NMITE you have a responsibility to abide by the law and NMITE's policies, this means that all staff at your workplace:

- i. Must not advocate or incite hatred, violence or call for the breaking of the law.
- ii. Are not permitted to encourage, glorify, or promote any acts of terrorism including individuals, groups or organisations that support such acts.
- iii. Must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony.
- iv. Must be mindful of the risk of causing offence to or seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.



If you have any concerns regarding the students exposure to radicalisation, have concerns about changes in a student's behaviour, or, where the threat from an individual student is known you have a duty to inform the NMITE Single Point of Contact for PREVENT: Sam Lewis – HR Director
samantha.lewis@nmite.ac.uk

For more information, please see NMITE's Prevent Strategy

Student Conduct

Whilst undertaking any activities and work with Partner organisations, students are required to conduct themselves professionally and as good ambassadors of NMITE. They should:

- i. Abide by all workplace regulations and practices of your workplace, including those related to Health and Safety, absence management and holidays, and confidentiality.
- ii. Conduct themselves at all times in a manner that does not bring NMITE into disrepute.
- iii. Dress and behave appropriately for the workplace.
- iv. Engage with all reasonable opportunities for development and be prepared to engage with discussion and contribute ideas.

If you have any concerns regarding the conduct of the students whilst they are engaging in activities within your workplace you should report directly to the Module Lead, whose contact details will be in the Off-site Visit Form or Student Off-site Working: Agreement in Principle.

Attendance and Engagement

All those taking part in an external visit, project or off-site activity will ensure appropriate dialogue with the Module Lead (or nominee) to enable attendance recording. NMITE students are expected to maintain full attendance wherever possible and to take responsibility for notifying their host Partner of any absence as soon as possible, as they'd be expected to do when in the workplace.

The Module Lead (or nominee) shall be kept informed of the whereabouts and intended time of return, if going out independently, including during personal time, of those involved in the activity.



NMITE members shall follow the reasonable instructions of the Module Lead (or nominee), and/or those of the Partner organisation and take care of themselves and others in their activities.

Health and safety arrangements for the work shall be complied with, and the Module Lead (or nominee) notified of any concerns regarding health and safety.

Participants shall inform the Module Lead (or nominee) of any medical condition, which may require reasonable adjustments to be made, to ensure that their health is not detrimentally affected by any aspect(s) of any activity.

Monitoring and Supervision

Your point of contact is the Module Lead, with the exceptions of sections 5 and 6.

NMITE's core philosophy is that all aspects of activities such as an external visit, project or off-site activities, are planned at a level of detail proportionate to the (inherent) risk and complexity of the activity and the level of threat in the area.

Emergency and contingency plans under a clear command structure shall be in place, including a nominated individual with the authority to change itineraries or stop activities in the interests of safety.

NMITE shall ensure that adequate instruction, training and supervision is provided before and during any activity as appropriate.

Partners shall still hold legal responsibility for everybody on their premises, and as the body with overall duty of care for all registered students, NMITE expects immediate notification should any concerns become apparent at any time during the activity.

Student Welfare and Support

By agreeing to provide visits to your workplace you are acknowledging that you have a duty of care towards the student in regard to their health, safety and wellbeing whilst they attend your premises.

We ask that if you or any colleagues observe anything that gives a cause for concern regarding the student that you in the first instance, suggest to the student that they should talk to a member of the NMITE Student Support Services Team.

This could for example be a change in behaviour, the student becomes withdrawn or exhibits signs of anxiety; it could be that they talk to you about a relationship issue.



Anything that is impacting on their attendance and engagement, should be reported to the NMITE Student Support Services Team at the earliest opportunity using the contact details below.

Email: studentsupport@nmite.ac.uk

Phone: 01432 804545

Prohibited Student Activities

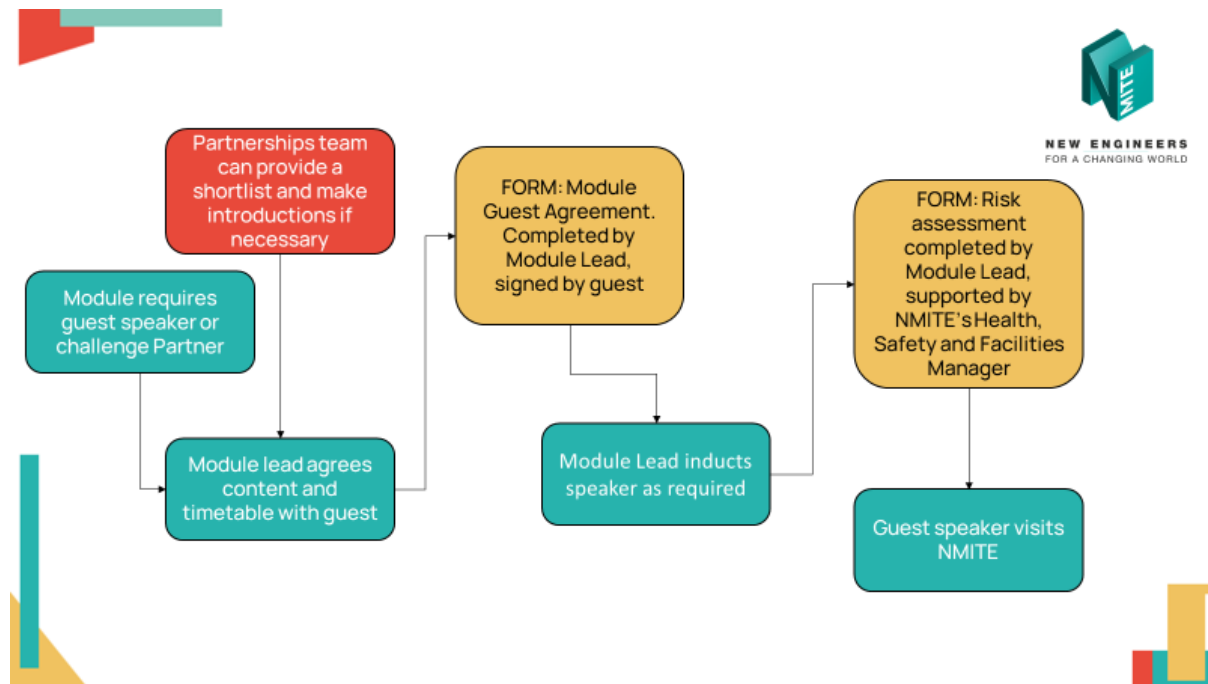
With the appropriate individual risk assessment in place, and when risks are reduced to the lowest level, so far as is reasonably practicable, students may undertake work and activities that are necessary for their education and learning as long as work is properly supervised by a competent person.

A student should not carry out any work which is beyond their physical or for which they have not received relevant training.

If your workplace is considered a higher-risk environment, you will already have control measures in place to protect and minimise risk for all of your employees; specific factors include exposure to radiation, noise and vibration, toxic substances, or extreme temperatures.

If there are specific areas or work activities that due to level of risk, student is not permitted to engage in this must be clearly explained during their induction to your workplace.

3. Visiting NMITE as a guest speaker or challenge provider.



Expectations of Guest Speaker

When coming into an NMITE learning space to speak to the students, the topics will have been predetermined with the Module Lead. This may be to introduce a challenge or to provide expertise on the topic. This will have been discussed and agreed in advance, and the Module Guest Agreement (appendix 1) signed by both the Module Lead and guest speaker.

Risk Assessment

The Module Lead will complete the Risk Assessment (appendix 1a) prior to the visit, and NMITE's Health, Safety and Facilities Manager will offer advice as appropriate.

Induction

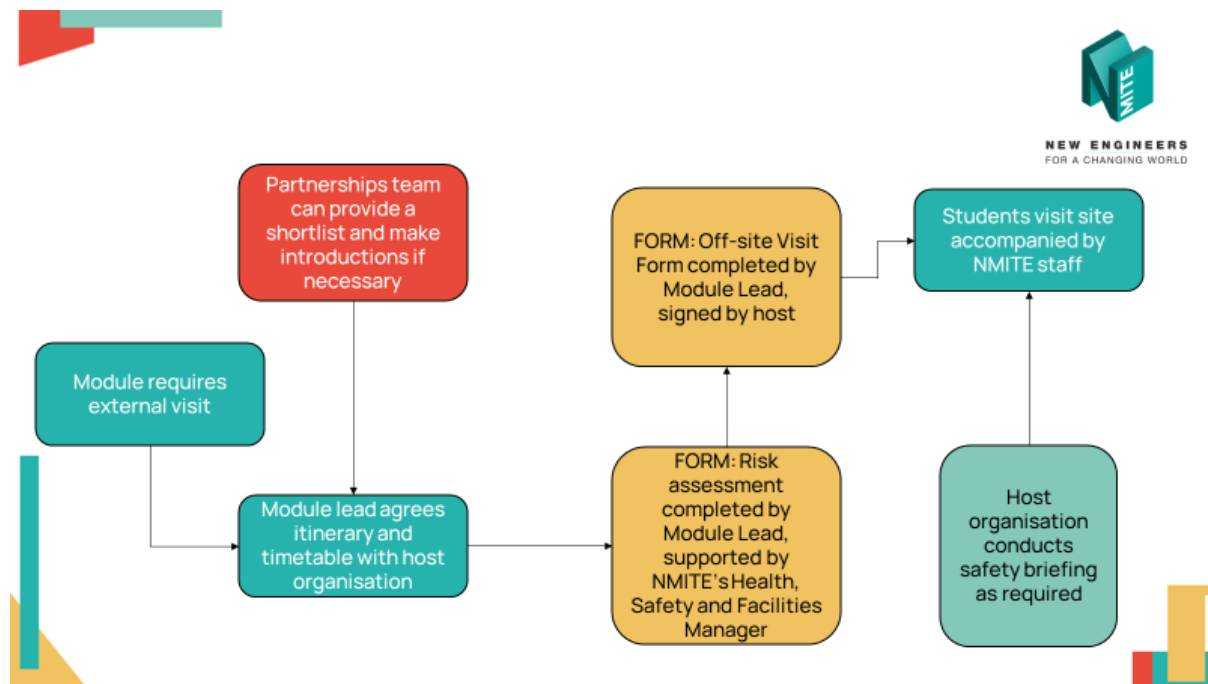
When visiting NMITE, guests shall receive an appropriate induction briefing to ensure their safety and wellbeing whilst on NMITE premises.



Different guests may receive different briefs due to the nature of the activity they are to perform.

A template Module Guest Agreement is provided in Appendix 1; this must be completed in advance of the visit to NMITE.

4. Escorted Visits to your Site



Expectations of Host Partner

When hosting NMITE students for a visit, the topics will have been predetermined with the Module Lead. This may be to provide context to a Module subject or to provide expertise on a topic. This will have been discussed and agreed in advance, and the Off-site Visit Form (appendix 2) will be completed and signed by both the Module Lead and Partner.

If you have site-specific instructions, please inform the Module Lead through the Off-site Visit Form (appendix 2) at least 48 hours before the start of the visit.

Risk Assessment

The Module Lead will complete the Risk Assessment (1a) prior to the visit, which will be supported by NMITE's Health, Safety and Facilities Manager, who will offer advice as appropriate.

As the host of an external visit, you will have legal responsibility for all visitors and may wish to perform your own risk assessment(s) accordingly.

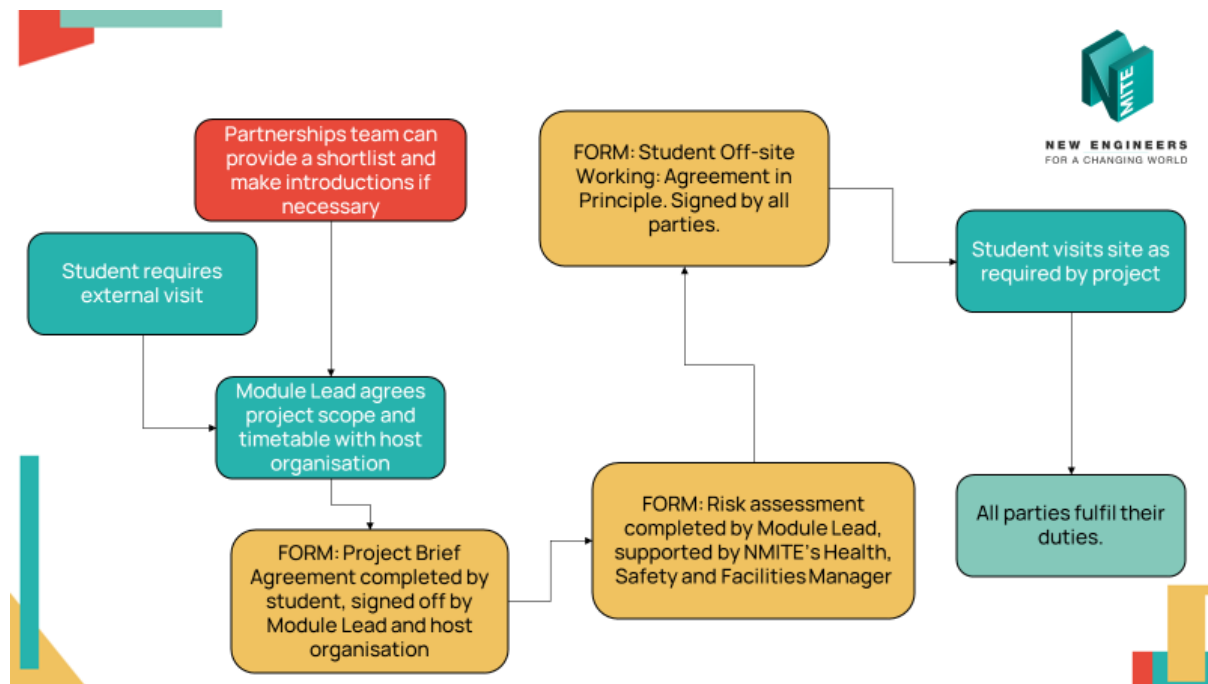
Induction

When hosting NMITE staff and/or students it is the Partner's responsibility to ensure an appropriate level of induction, for example health and safety briefings, have been completed and recorded at the start of any activity.



NMITE members are expected to comply with the rules of the host organisation.

5. Unescorted Visits to your Site



Expectations of Host Partner

When hosting NMITE students for a project, the brief will have been predetermined with the student and Module Lead through the Project Brief Agreement (appendix 3).

If you have site-specific instructions, please inform the Module Lead prior to the project. This should be identified through the risk assessment.

All parties will be required to sign the Student Off-site Working: Agreement in Principle (appendix 4).

Risk Assessment

The Module Lead will complete the Risk Assessment (appendix 1a) prior to the visit, which will be supported by NMITE's Health, Safety and Facilities Manager, who will offer advice as appropriate.

As the host of a project, you will have legal responsibility for all visitors and will need to perform your own risk assessment accordingly.

Induction

When hosting NMITE staff and/or students it is the Partner's responsibility to ensure an appropriate level of induction, for example health and safety



briefings, have been completed and recorded in advance of the start of any activity.

NMITE members are fully aware of the requirement to comply with the rules of the host organisation.

A template of the Project Brief Agreement is provided in Appendix 3, and the Student Off-site Working: Agreement in Principle template is provided in Appendix 4; NMITE will ensure these are completed in advance of the work taking place, and you should not allow an unescorted student on your site until this documentation is complete.

6. Agreeing the Project Requirements

NMITE students are required to meet with their Module Lead to ensure the proposed location and the corresponding project enable them to meet the required learning outcomes of the Module.

After receiving approval from the Module Lead, they will contact you to introduce themselves. This contact should be made no later than one month before the start of the individual project/challenge Module.

The Module Lead needs to approve all proposed work and all parties (yourself, the student, and the Module Lead) will be required to complete a Project Brief Agreement.

This form is used to specify the requirements, roles, and responsibilities of the project. A new form must be completed for each new student project.

The Project Brief Agreement will summarise the proposed project, describe the context of work with you as the Partner organisation. It will also specify the student's required attendance at your site, and what you and the student agree will be the project deliverables.

All of this work will be an integral and assessed part of the student's academic work and the deliverables will therefore be required to demonstrate their learning. It is therefore essential that all parties agree their content at the outset.



Appendix 1- Module Guest Speaker Agreement

Module Guest Agreement



Module Information		Guest Information	
Module Title	<u>Enter Module Title in this cell</u>	Company (if applicable)	<u>Enter Company Name in this cell</u>
Location (incl room)	<u>Enter Location in this cell</u>	Name	<u>Enter Guests Name in this cell</u>
Module Lead	<u>Enter Module Lead in this cell</u>	Job Title	<u>Enter Guests Job Title in this cell</u>
Phone	<u>Enter Module Lead Phone number in this cell</u>	Specialism	<u>Enter Guests area of speciality in this cell</u>
Email	<u>Enter Module Lead Email address in this cell</u>	Phone	<u>Enter Guests Phone Number in this cell</u>
Challenge / Topic	<u>Enter Challenge/Topic Title in this cell</u>	Email	<u>Enter Guests Email address in this cell</u>
		Visit Date & Time	<u>Enter Visit Date & Time in this cell</u>
Content			
Enter what will be spoken about during the guests visit in this cell.			
Sample text: Guest will be coming in to introduce the main challenge. They will go over their need for a flood sensor at their workplace due to flash flooding being very common. They will give the students a project brief on their requirements for the flood sensor.			
Risk Assessment			
If a risk assesment is required, please complete form a state yes.			
If no risk assessment is required, please state no and reason why.			
Induction			
If an induction to NMITE is required, please state yes and detail requirements.			
If no induction to NMITE is required, please state no and reason why.			
<hr/>		<hr/>	
Signed by Module Lead		Date	
<hr/>		<hr/>	
Signed by Guest		Date	
<hr/>		<hr/>	



Appendix 1a- Risk Assessment Pro Forma

Company:	NMITE		HSE Risk Assessment		
Contract:	Location :	Example			RA Ref.
	Activity :	Example			

The key below shows the scoring system for the likelihood of a harmful hazard occurring and the potential severity of that harm if it occurred. Multiplying the scores together identifies the level of risk for the hazard.

		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood of harm (LH)	1 Rare	1 Low	2 Low	3 Low	4 Moderate	5 High
	2 Unlikely	2 Low	4 Low	6 Moderate	8 Moderate	10 High
	3 Possible	3 Low	6 Moderate	9 Moderate	12 High	15 High
	4 Likely	4 Moderate	8 Moderate	12 High	16 High	20 Intolerable
	5 Extremely likely	5 Moderate	10 Moderate	15 High	20 Intolerable	25 Intolerable

PPE Required	Y/N	PPE Required	Y/N	PPE Required	Y/N
Safety Glasses	Y	Disposable Gloves	Y	Safety Footwear	Y
Goggles/Visor	N	Grey Cloth Gloves	N	Hard Hat	**
Welding Goggles	N	Refrigerant Handling Gloves	N	Bump Hat	Y
Rigger Gloves	N	Ear Protection	**	Knee Pads	N
PVC Gauntlets	Y	Face Mask	Y	Protective Clothing	Y

Risk assessment template

Page 1 of 4

Hazard Identified	Impact on	LH	PS	LH x PS	Risk Identified before CM	Control Measures (CM) put in place for high/medium risks	LH	PS	LH x PS	Risk Identified after CM
Flooding – <i>example only delete once your risks are completed</i>	Property/ staff / visitors/ contractors	4	4	16	Damage to structure, damage to equipment, business disruption - <i>example only delete once your risks are completed</i>	<ul style="list-style-type: none"> Flood door fitted to outside entrance Procedure in place for flood door deployment Pumping equipment available Trained staff Regular drain clearance program Safe systems of work <i>example only delete once your risks are completed</i>	2	2	4	Moderate



Appendix 2- Template Off-site Visit Form

Off-site Visit Form



Module Information		Host Information	
Module Title	<u>Enter Module Title in this cell</u>	Host Company	<u>Enter Company Name in this cell</u>
Module Lead	<u>Enter Module Lead in this cell</u> <u>Enter Module Lead Phone number in this cell</u>	Name	<u>Enter Host Name in this cell</u> <u>Enter host company address in this cell</u>
Phone	<u>Enter Module Lead Email address in this cell</u>	Host Company Address	<u>Enter host companies postcode in this cell</u>
Email	<u>Enter Challenge/Topic Title in this cell</u>	Host Company Postcode	<u>Enter host phone number in this cell</u> <u>Enter host email address in this cell</u>
Challenge / Topic	<u>Enter Challenge/Topic Title in this cell</u>	Phone	
		Email	
Visit Details		Student Experience	
Visit Date(s)	<u>Enter visit date & time in this cell</u>	How many staff and students to attend	<u>Enter Student and staff numbers in this cell</u>
Visit Start and Finish time	<u>Enter start and finish Time in this cell</u>	Upon arrival, where should they go and who should they ask for?	<u>Enter where the party should go and who to ask for in this cell</u>
Visit Location	<u>Enter visit location in this cell</u>	How will the students travel?	<u>Enter how the students will travel in this cell</u>
Has the partner received the Partnership Handbook for Student Visits and Projects?	<u>Enter whether they have received the handbook. (Do not continue until answer is yes)</u>	Has the partner received all staff and students names?	<u>Enter whether they have received all names. (Do not continue until answer is yes)</u>
		Are there any special clothing requirements?	<u>Enter any special clothing requirements in this cell.</u>
Please confirm the partner has Employers' and Public Liability Insurance? Does it cover students on visits or undertaking projects?	<u>Enter name of insurer and maximum liability in this cell</u> <u>Enter certificate expiry date</u>	Is there any restricted access eg: wheelchair access	<u>Enter whether there is any restricted access in this cell</u>
Are there any security or confidentiality considerations to be aware of?	<u>Enter confirmation of any security or confidentiality considerations in this cell</u>	Is there any other information NMITE should know about?	<u>Enter any other information in this cell</u>
Are there any special safety or PPE requirements?	<u>Enter confirmation of any safety or PPE requirements in this cell</u>	Will food or refreshments be provided?	<u>Enter if food and drink will be provided in this cell</u>



Content

Enter what will be shown and spoken about during the visit

Sample text: Students and staff will have a tour to show how the production line works as part of a control system. We will be putting a extra focus on machine vision

Risk Assessment

Please confirm a risk assessment has been undertaken and please leave a link to the risk assessment

Induction

If an induction to partner organisation is required, please state yes and detail what will be covered

If no full induction is required, please confirm students and staff will have a health and safety briefing upon arrival

Signed by Module Lead

Date

Signed by Host

Date



Appendix 3- Template Project Brief Agreement



Appendix 4- Template Student Off-site Working: Agreement in Principle



MEng INTEGRATED ENGINEERING

STUDENT OFF-SITE WORKING: AGREEMENT IN PRINCIPLE



NEW ENGINEERS
FOR A CHANGING WORLD

1. Introduction

An NMITE student may, in the course of completing the individual Bachelor’s Engineering Project (module ME6FABEP) or individual Master’s Engineering Project (ME7HAMEP), conduct investigative work at a partner’s place of business or associated sites. This document summarises the expectations and responsibilities of each party in this situation.

2. The duties of each party are as follows:

A. NMITE will:

- i. Retain and exercise a duty of care sufficient to ensure the student’s wellbeing at all times;
- ii. Ensure that this agreement in principle is understood and agreed by all parties before off-site working begins;
- iii. Provide a pre-on-site briefing for the student to ensure they understand their responsibilities and contact points;
- iv. Organise and support regular supervisory meetings with the student in which their off-site work is discussed.

B. The partner will:

- i. Complete a risk assessment for the student’s activities, reflecting their incoming knowledge and workplace experience;
- ii. Ensure the student receives induction training on arrival, such that they are able to work safely and effectively;
- iii. Establish and maintain a workplace supervisor with whom the student has regular contact.

C. The student will:

- i. Limit their on-site activities to those agreed in the 'Project Brief Agreement';
- ii. Conduct themselves in a safe and responsible manner, and comply with all training provided by the Partner;
- iii. Limit their off-site attendance to that outlined in this document, unless written agreement from the partner for any deviation has been secured, and shared with the Module Lead;
- iv. Disclose to the Module Lead or Head of Student Experience if they have any concerns about their health safety or welfare.

3. Expectations

Location(s) of work

.....

.....

Days and hours at Partner’s site(s)

.....

.....



NEW ENGINEERS
FOR A CHANGING WORLD

4. Key Contacts

Partner organisation:

Name.....

Telephone.....

Email.....

NMITE Module Lead:

Name.....

Telephone.....

Email.....

NMITE Head of Student Experience:

Name.....

Telephone.....

Email.....

Student:

Name.....

Telephone.....

Email.....

5. Agreement

In signing this document, I agree to undertake the duties outlined in sections A-C.

Partner:

Print Name.....

Signature.....

NMITE Module Lead:

Print Name.....

Signature.....

Student:

Print Name.....

Signature.....